

STANDARD OPERATING PROCEDURE

Title:

Field Site Closeout Checklist

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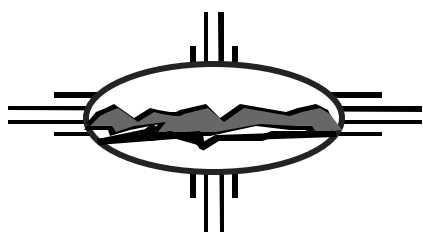
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ER PROJECT

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Procedure Title

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Field Site Closeout Checklist

NOTE: Environmental Restoration (ER) Project personnel may produce paper copies of this procedure printed from the controlled document electronic file. However, it is their responsibility to ensure that they are trained on and utilizing the current version of this procedure. The procedure author may be contacted if text is unclear.

1.0 PURPOSE

This Standard Operating Procedure (SOP) describes the process for documenting completion of fieldwork at individual ER Project sites. This checklist is designed to ensure that upon demobilization from an ER Project field site all necessary field compliance activities, equipment accountability, and documentation is complete.

2.0 TRAINING

Not applicable.

3.0 DEFINITIONS

- 3.1 Site closeout inspection — An on-site inspection conducted after the completion of fieldwork. This inspection is to verify that all fieldwork was completed and that all compliance issues are resolved.
- 3.2 Site closeout packet — Documentation related to fieldwork that includes field logs, waste-management documentation, best management practices (BMP) inspection records, and sample-management records.

4.0 BACKGROUND AND PRECAUTIONS

The procedure is applicable to all subcontractor and University of California project personnel who participate in field activities. Field activities included in this procedure are site investigation, remediation, and interim action projects. Field activities that do not generate waste, collect samples, or fulfill regulatory requirements (e.g., BMP inspection) are exempt from this procedure. Periodic activities such as BMP inspection can postpone site-closeout activities until the end of the period of performance or annually whichever is shorter.

5.0 EQUIPMENT

Not applicable.

6.0 PROCEDURE

Note: Deviations from SOPs are made in accordance with QP-4.2.

6.1 Site Closeout Checklist Completion Responsibilities

The following personnel are responsible for the completion of the Site Closeout Checklist and submittal of a site closeout packet:

6.1.1 The **Regulatory Integration and Operations Deployed Personnel** is responsible for

- ensuring that all field projects promptly complete the requirements of this procedure,
- inspecting the site closeout packet, and
- completing and signing the Site Closeout Checklist.

6.1.2 The **Field Team Leader** (FTL) is responsible for

- scheduling a site closeout inspection as soon as practical following completion of planned field activities and demobilization,
- preparing and submitting the site closeout packet, and
- returning the completed Site Closeout Checklist to the Laboratory Focus Area Leader, and the ER Project Records Processing Facility (RPF).

6.2 Site Closeout Sequence

6.2.1 Upon completion of planned field activities and demobilization activities, the **FTL** should verify that all compliance activities and records management files are completed in accordance with the Site Closeout Checklist.

6.2.2 Upon verification of completing the Site Closeout Checklist and in the preparation of a complete site closeout packet the **FTL** should contact the Focus Area Compliance Representative to schedule the site closeout inspection.

6.2.3 The site closeout inspection should verify first that all field-related items are completed; and second that all required documentation of field activities are prepared for submittal to the ER Project RPF.

6.2.4 Successful site closeout inspections are documented on the Site Closeout Checklist and signed by the **Regulatory Integration and Operations Deployed Personnel**.

6.2.5 Distribute signed Site Closeout Checklists to the Focus Area Leader and the RPF.

7.0 REFERENCES

The following documents are cited in this procedure.

AP-02.1, Procedure for LANL ER Records Management

QP-4.2, Standard Operating Procedure Development

8.0 RECORDS

The **FTL** is responsible for submitting the following records (processed in accordance with AP-02.1) to the Records Processing Facility.

8.1 Site Closeout Checklist (Attachment A)

9.0 ATTACHMENTS

The document user may employ documentation formats different from those attached to/named in this procedure—as long as the substituted formats in use provide, as a minimum, the information required in the official forms developed by the procedure.

Attachment A:Site Closeout Checklist (1 page)

Field Site Closeout Checklist

1.0 Purpose

This checklist is designed to ensure that when a field team demobilizes from a site all of the compliance-related items are completed.

2.0 Site Data

PRS/SWMU: _____ Date Field Activities Began: _____

Subcontractor Contact: _____ Date Field Activities Ended: _____

Subcontractor Company: _____ Date of Closeout Inspection: _____

3.0 Checklist Items

a) Waste Management

- ☐ Removed waste from site.
- ☐ Submitted waste-management records.
- ☐ Removed waste-storage area.
- ☐ Retrieved RFI and waste samples from labs and radiation-screening van.
- ☐ Returned launderable PPE.

b) Stormwater Compliance

- ☐ BMPs are in place to comply with Storm Water Pollution Prevention Plan (SWPPP).
- ☐ Submitted inspection records.
- ☐ Assigned responsibility for future BMP inspections.

c) Equipment Management

- ☐ All field equipment was removed from site and surveyed to be free from contamination.
- ☐ Site trailers were inspected and are free from contamination, samples, and launderable PPE.

d) Sample-Collection Summary

- ☐ Matched field logs with proposed sampling scheme and RFI requirements.
- ☐ Surveyed sample locations and forwarded data to FIMAD.

e) Record Management

- ☐ Submitted Readiness Review package.
- ☐ Submitted a copy of all field logs.

f) Facility Manager Review

- ☐ Facility Manager approves the final site conditions.

g) Lessons Learned

- ☐ Submitted memo that contains lessons learned and quality-improvement suggestions.

4.0 Comments

Field site closeout inspection was successfully completed.

Regulatory Integration and Operations

Deployed Personnel: _____ Date _____
(Print Name, then Sign)

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Los Alamos
Environmental Restoration Project